

ADMINISTRATIVE -- INTERNAL USE ONLY

5309-82

8 JAN 1982

MEMORANDUM FOR:

[redacted]
Deputy Executive Secretary
National Foreign Intelligence Board

STAT

FROM:

[redacted]
Chief, Records Systems Branch, RMD/OIS/DDA

STAT

SUBJECT:

Request for Support

REFERENCE:

Your memorandum dated 10 December 1981; same subject

LCC
11 Jan 1982
Rec

1. I am pleased to learn of your progress in upgrading the NEIB Secretariat records management system. I agree that [redacted] assistance in this effort would be worthwhile and also would enhance the value of her records management training program. I further agree that [redacted] provide this assistance for up to two weeks beginning 25 January 1982.

STAT

STAT

2. I have discussed this project briefly with [redacted] DCI Area Records Management Officer. He fully supports this effort, particularly since the addition of [redacted] experience should facilitate the continuing work by others that you have planned in this area. I understand that [redacted] can arrange for the use of a small room in Headquarters Building where at least some of the review of records can be performed.

STAT

STAT

STAT

3. If it is all right with you, I suggest that we basically leave it up to [redacted] to work out the details for conducting the review. I will be available, of course, to coordinate [redacted] support within the records management structure.

STAT

STAT

STAT

cc: DCI Area RMO
IC Staff RMO

ADMINISTRATIVE -- INTERNAL USE ONLY